

~~ADMINISTRATIVE INTERNAL USE ONLY~~

27 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (20 - 26 February 1986)

1. *A Memorandum of Understanding (MOU) was signed by the Director of Information Services and the Chief of the Management Staff, Directorate of Science and Technology (DS&T), governing a review for the Historical Review Program of records pertaining to the U-2 and A-12 reconnaissance airplanes. The MOU establishes the periods 1954 to 1960 for the U-2 material review and 1957 to 1968 for the A-12 material review, sets forth general review procedures, and recognizes that the ultimate decision to declassify and transfer the records resides with the DS&T. Approximately 500 feet of records are involved. A follow-up meeting is planned to work out details of the actual selection and review.

2. A representative from the Information Resources Management Division (IRMD) accompanied Mr. Steven Garfinkel, Director of the Information Security Oversight Office (ISOO) on a courtesy call on the Deputy Director for Administration. Mr. Garfinkel briefed the DDA on ISOO's responsibilities for information security and discussed ISOO's relationship with the Agency. Other topics included concerns about overdissemination of classified information, the possibility of producing an unclassified film on unauthorized disclosures, and the DCI's statutory authorities.

3. An IRMD representative prepared a memorandum to the Director of Security (OS) commenting on proposals from the Senate Select Committee on Intelligence concerning information security. Among the several proposals was a two-tier classification system that would eliminate the Confidential classification. The memorandum described the serious impact the proposals would have on the DCI's ability to protect intelligence sources and methods and emphasized the need for vigilance in protecting the DCI's statutory authorities.

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4. OIS annuitants continue to find unaccounted for Top Secret collateral documents. Searches were made among the retired records of the Office of Global Issues, the Office of Scientific and Weapons Research, and the Directorate of Operations. Of the more than 4200 documents reviewed, the ownership of 142 could not be identified and will require further analysis. Twenty previously unaccounted for documents were identified.

5. The backlog of initial FOIA requests was further reduced to 1525, down four from the last reporting period. The backlog of administrative appeals increased by two and stands at 198. Litigation cases remained at 72. Among new FOIA requests received is one asking for all records on

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26 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

 Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (19 - 25 February 1986)

1.	<u>The Week in Review</u>	<u>19-25 February 1986</u>	<u>1986 Weekly Average</u>
a.	New cases	47	51.5
b.	Cases closed	51	66.1
c.	New appeals logged	2	3.2
d.	Appeals closed	1	1.9
e.	Manpower (man-weeks)	84.3	110.2
2.	<u>Current Backlogs</u>		
	a. Initial requests - 1525		
	b. Requests in administrative appeal - 198		
	c. Requests in litigation - 72		

3. Spotlighted Requests

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STAT IPD/TKK:sh [] (26 February 1986) (FINAL)

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- STAT 25 - DDO/IMS []
- 1 - DDI/IRO
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26 February 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 19-26 February 1986

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As of 24 February a Memorandum of Understanding had been signed by D/OIS and [] C/MS/DS&T to govern OIS/CRD's declassification review under CIA's Historical Review Program of U-2 and A-12 records. Some 500 feet of records will be involved. The MOU set forth the date spans of the records to be included, the general procedures to be used by OIS, and the retention of ultimate authority to declassify and release by DS&T. OIS and DS&T personnel plan to meet within the week to work out procedures in more detail and to establish preliminary guidelines for screening out material that should not be released. []

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CRD has offered to assist the DO in reviewing classified material []

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[] One problem faced by the DO, according to the CI Starr contact, is the lack of sufficient personnel resources to do this type of work. For this reason they may find it useful and advantageous to get assistance from CRD.

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[]
Chief, CRD

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25 February 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (19-25 February 1986)

1. WORK IN PROGRESS

a. TS Documents. OIS annuitants continue their efforts to find unaccounted for TS collateral documents. [REDACTED] one OIS annuitant, reviewed additional retired records holdings of the Office of Global Issues. During the week, he found 25 TS documents, 19 of which were charged to OGI and six which will require followup research. Another annuitant, [REDACTED] reviewed additional documents in the Sensitive Information Section, Operations Group, Information Management Staff. He examined some 4217 documents during the week, of which 4081 were charged to the DO and 136 whose ownership could not be readily determined. A third annuitant, [REDACTED] continued his review of the retired records of the Office of Scientific and Weapons Research, but found no TS documents in the material he examined. [REDACTED] Information Control Branch, continued to process information on the documents found by the annuitants. Last week, 20 documents previously unaccounted for were identified as a result of [REDACTED] search efforts in the IMS.

[REDACTED] Information Control Branch, continue to audit the TS collateral holdings of Agency components. During the period, they audited the holdings and document handling procedures of the Offices of Global Issues and the Comptroller. The components provided Messrs. [REDACTED] and [REDACTED] with the documents that they requested for verification.

b. Machine Readable Records. [REDACTED] and [REDACTED] Information Management Branch, met with [REDACTED] Records Management Officer, Office of Finance, to assist in the drafting of a records schedule item for the CIA Retirement and Disability System (CIARDS). The draft item was reviewed on 20 February and questions were prepared for followup meetings with OF and OIT systems personnel. Answers to the questions are needed to complete the item on the CIARDS System. [REDACTED] has arranged for a 26 February meeting for this purpose. Messrs. [REDACTED] prepared an outline on the [REDACTED] in anticipation of providing assistance in drafting an item on that system. [REDACTED]

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2. SIGNIFICANT EVENTS/ACTIVITIES

a. OIS ADP Configuration Control Board. The OIS ADP Configuration Control Board met on 21 February to review existing priorities for system development and to discuss new proposals. After considerable discussion, the Board determined that modifications and enhancements to TRIS should remain the number one priority, but that immediate attention should be given to providing a means for the Historical Review Program to record data. The Board also asked that a systems analyst review the proposed changes in IPD's computer system to determine whether the old system should be scrapped in favor of a new one. ITB was also asked to look at DECAL to determine what changes might be made in that system to improve its ability to capture and retrieve declassified Agency material released to the public. An automated index for Agency regulations also will be explored. Based on the priorities established by the Board, ITB will prepare a work schedule outlining the time and resources that must be expended on each task.

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b. Bar Code Application. [] and [] Information Technology Branch, met with [] OIT, on 24 February to discuss the possibility of using bar coding at AARC for shelf space inventory and management. A computer program for shelf space inventory and management could use bar coding to capture data about space usage. However, such a feature is not currently part of the RAMS system and would have to be developed. Bar coding devices that are commercially available behave like very fast terminals which receive and transmit data. There does not appear to be any reason that such a system could not be used with the GIMS system, although that particular tie-in has not been tried. ITB will continue to explore the feasibility and cost effectiveness of tying a bar code system to this function.

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c. ARCINS Training. [] ITB, provided training to [] the Records Management Officer, Office of Communications on the use of Archives and Records Center Inventory System. [] was attempting to retire material to the Records Center via ARCINS for the first time and [] assisted him in this effort. Personnel from ITB and the Archives and Records Center Branch have been involved in having DA personnel input data directly into ARCINS. Heretofore, the inputting has been accomplished by the Computer Section at the Records Center from material provided by components. [] will be meeting with the RMOs from the Offices of the DDA and Medical Services to provide similar assistance with ARCINS.

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d. ISOO Visit. [] Information Management Branch, accompanied Steven Garfinkel, Director, Information Security Oversight Office (ISOO) on a courtesy visit with the Deputy Director of Administration (DDA). The meeting was requested by Mr. Garfinkel to brief Mr. Kerr on ISOO's responsibilities for

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information security and its relationship with the Agency. The discussion was general in nature, touching briefly on a number of issues, including the overdissemination of classified information, the possibility of producing an unclassified damage assessment film on unauthorized disclosures and the DCI's statutory authorities.

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e. Information Security. [] IMB, prepared a response for the Office of Security on proposing SSCI recommendations for changes to the information security system. The SSCI paper was proposing a two-tiered classification system that would eliminate the Confidential classification and maintain classification levels for Secret and SCI material. The OIS response pointed out the serious impact that adoption of the proposed changes would have on the DCI's ability to protect intelligence sources or methods and emphasized the need for vigilance in protecting the DCI's statutory authorities.

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g. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 29 additions and 6 deletions.
ARCINS:	Jobs received/edited: 23.
	Jobs keyed: 24 consisting of
	2009 entries.
	Jobs completed: 22.
Accessions:	Received 15 jobs totaling
	55 cubic feet.
References:	Serviced 1,656 requests
	for records.
Dispositions:	Transferred 280 cubic feet of
	material to hammermill for
	destruction.

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25 February 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 19 February
through 25 February 1986

1. RPD is currently processing 122 jobs including the nine jobs
received in the Division during the reporting period. [REDACTED]

2. On 24 February, [REDACTED] attended a meeting at [REDACTED]
Building called by OGC to discuss coordination comments concerning the
revision of [REDACTED] The meeting focused
on prior OGC review of unclassified organization charts intended for
release to the public. Also in attendance were representatives from CRD,
IRMD, PAO, OP, DI, and DS&T. Attendees reminded [REDACTED] who chaired
the meeting for OGC, of the releasing and classifying authorities
contained in [REDACTED] The PAO representative
suggested that [REDACTED]
specifically. [REDACTED] agreed to this and promised that OGC would
withdraw its proposal. [REDACTED]

[REDACTED]
[REDACTED] prior to sending it for
coordination with appropriate components. [REDACTED]

4. [REDACTED] responded to requests for information from OL/OC
Information Management Center, OL, and OGC Registry. [REDACTED]

5. [REDACTED] performed judicial duties for the State of Virginia
by serving on a jury on 24 and 25 February. [REDACTED]

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